

# Executive Committee Appointment Application Form

This application form can be filled out on your computer, and then printed for your signature and attachments (see instructions below). Alternatively, the document can be printed in its blank form and completed by hand (use a pen with dark ink).

**Questions:** Contact Appointments at [appointments@calawyers.org](mailto:appointments@calawyers.org) or 916-516-1760.

## INSTRUCTIONS

**Appointment will be limited to one Section Executive Committee. Include detail about the experience RELEVANT to the committee appointment sought. If the space provided is not sufficient for your response, type “See Attached” and attach a separate page.**

**Committee requirements:** For more information, see [Appointments Process](#). For information about requirements and vacancies, [contact the section](#).

**Participation of Diverse Members:** The California Lawyers Association values diversity and broad-based representation in its appointments. The recruitment and selection of applicants with diverse backgrounds, experiences, outlooks, ideas and geographical locations brings qualities essential to the governance of the legal profession and to the services the California Lawyers Association provides to its diverse members and to the public.

The California Lawyers Association's Board of Representatives is committed to the active solicitation and encouragement of members with a broad array of backgrounds and life experiences, including members with skills or attributes that are underrepresented in the legal profession to submit applications for appointments to all bar sponsored entities.

The Board seeks to recruit and obtain applicants with a breadth and depth of perspective including, but not limited to the following: geographic location, practice area, size of law practice, length of time practicing, volunteer work, specific accomplishments, educational background, race, ethnicity, gender, age, sexual orientation, and disability for each of the entities to which the board makes appointments.

California Lawyers Association provides equal access to all applicants and complies with all applicable anti-discrimination laws in its appointment process.

**Statement of Interest:** Your statement should **clearly state** why you wish to serve on the committee and what you can contribute that makes you a good candidate for appointment. Suggested areas for inclusion in the statement: (1) unique characteristics, perceptions, experiences, personal talents, or qualifications that you would bring to the committee; (2) communication skills and leadership abilities that you possess that will lend to the activities of the committee; and (3) hardships or disadvantages you have had to overcome and how this experience will contribute to your service with the California Lawyers Association.

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## APPLICATION FILING INSTRUCTIONS

- **Attach your application, resume, and letter(s) of recommendation in the following order:**
  1. Application form; signed and dated.
  2. Resume or biography (5 pages maximum)
  3. Letter(s) of recommendation (3 letters maximum)
- **Submitting Application:** Submit one (1) single-sided copy of the application form and the attachments; in the order noted above.
- **Resume/Biography:** Your resume or biography may include any of the following: business, occupational or professional licenses; legal and general educational background; academic, professional or civic honors; articles or publications authored (do not attach copies); accomplishments of note; proven commitment to volunteer work/capacity to make expected time commitment; national, state and/or local bar committee service, professional and/or community association memberships, personal and/or organizational references.
- **Letters of Recommendations (maximum three):** A letter of recommendation is helpful but not required. If letters are being submitted, they must be submitted with the application.

### DEADLINE: March 2, 2020

Applications for committees with immediate vacancies may have different deadlines. Please check the California Lawyers Association's website at [calawyers.org](http://calawyers.org) for deadlines for committees with immediate vacancies. On occasion, the application deadline for a committee may be extended. Deadline extensions are posted at the website; applicants also may contact Appointments for information about extended deadlines.

### MAIL OR EMAIL COMMITTEE APPLICATION TO (if submitted electronically, do not mail hard copy):

Appointments  
California Lawyers association  
400 Capitol Mall, Suite 650  
Sacramento, CA 95814  
[appointments@calawyers.org](mailto:appointments@calawyers.org)

**Applications must be received by the deadline and must be signed and dated.** Signatures may be via pen or official digital signature, such as through Adobe Pro, but typed "/s/" signatures will not be accepted.

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**Your application is confidential.** Review the requirements for each committee ON CLA's website. Committee requirements are also available from the CLA's appointments and committee staff. You will be notified by email of the decision on your application no later than **July 1, 2020**. Your notification will be sent via email to your email address on the application. Terms for most committees begin at the close of the 2020 CLA Annual Meeting, September 24-26, 2020.

Office Use Only—Processed: \_\_\_\_\_

**Instructions.** Fill out on your computer using the fillable text boxes or complete by hand using a pen with dark ink. Print a copy of the completed application. Date and sign the application. Attach: (1) resume or biography (five pages maximum), and (2) any letters of recommendation (maximum three). Follow filing instructions at the beginning of this form.

Name: \_\_\_\_\_ State Bar Number: \_\_\_\_\_

- CHECK HERE IF YOU ARE NOT ADMITTED TO PRACTICE LAW IN CALIFORNIA.**  
If you are not a lawyer and/or not admitted to practice law in California, you may apply for some positions as a public member. Some committees require public members to be non-lawyers. Please review the committee descriptions at the CLA's website for requirements. If appointed, your address information may be published at the CLA's website.

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**COMMITTEE APPOINTMENT SOUGHT**  
Select ONE Committee.

- |   |   |
|---|---|
| <input type="checkbox"/> Antitrust, UCL and Privacy           | <input type="checkbox"/> Law Practice Management and Technology |
| <input type="checkbox"/> Business Law                         | <input type="checkbox"/> Litigation                             |
| <input type="checkbox"/> California Young Lawyers Association | <input type="checkbox"/> Public Law                             |
| <input type="checkbox"/> Criminal Law                         | <input type="checkbox"/> Real Property                          |
| <input type="checkbox"/> Environmental Law                    | <input type="checkbox"/> Solo and Small Firm                    |
| <input type="checkbox"/> Family Law                           | <input type="checkbox"/> Taxation                               |
| <input type="checkbox"/> Intellectual Property Law            | <input type="checkbox"/> Trusts and Estates                     |
| <input type="checkbox"/> International Law                    | <input type="checkbox"/> Workers' Compensation                  |
| <input type="checkbox"/> Labor and Employment Law             |   |

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**EMPLOYER/FIRM/AGENCY:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**CITY/STATE/ZIP CODE:** \_\_\_\_\_

**DAYTIME PHONE:** \_\_\_\_\_

**FAX NUMBER:** \_\_\_\_\_

**EMAIL ADDRESS:** \_\_\_\_\_

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**HOW DID YOU LEARN ABOUT THIS VACANCY?** *(check one; specify if requested)*

- |   |  |
|---|--|
| <input type="checkbox"/> Local bar association          | <input type="checkbox"/> Board of Representatives <i>(name):</i> _____ |
| <input type="checkbox"/> CLA publication or CLA website | <input type="checkbox"/> Committee Chair <i>(name):</i> _____          |
| <input type="checkbox"/> Colleague                      | <input type="checkbox"/> Other <i>(specify):</i> _____                 |

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**WHICH ONE OF THE FOLLOWING BEST DESCRIBES YOUR OCCUPATION?** *(check one; specify if requested)*

- |   |   |
|---|---|
| <input type="checkbox"/> Private Practice         | <input type="checkbox"/> Non-governmental legal services organization |
| <input type="checkbox"/> Publicly employed lawyer | <input type="checkbox"/> Non-profit organization                      |
| <input type="checkbox"/> Corporate law department | <input type="checkbox"/> Retired justice or judge                     |
| <input type="checkbox"/> Law teaching             | <input type="checkbox"/> Retired lawyer                               |
| <input type="checkbox"/> Quasi-judicial officer   | <input type="checkbox"/> Other: _____                                 |

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**WHAT IS THE SIZE OF YOUR OFFICE?** *(check one)*

- |  |   |
|--|---|
| <input type="checkbox"/> Sole practitioner   | <input type="checkbox"/> 36-100 lawyer office |
| <input type="checkbox"/> 2-10 lawyer office  | <input type="checkbox"/> 101+ lawyer office   |
| <input type="checkbox"/> 11-35 lawyer office | <input type="checkbox"/> Not applicable       |

# Executive Committee Appointment Application Form

**LIST DATE ADMITTED TO THE STATE BAR OF CALIFORNIA** (*month and year*): \_\_\_\_\_

I am currently (*check one*):  Active  Inactive

List other jurisdiction to which you have been admitted to practice: \_\_\_\_\_

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**LIST LENGTH OF TIME IN PRACTICE:** \_\_\_\_\_

If not a lawyer, list length of time in profession: \_\_\_\_\_

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**LIST FIELDS IN WHICH YOU PRACTICE:** \_\_\_\_\_

**LIST FIELDS IN WHICH YOU ARE CERTIFIED AS A SPECIALIST:** \_\_\_\_\_

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**VOLUNTEER SERVICE.** List prior volunteer service with the State bar, local or specialty bar associations, community, or other organizations. Please focus on activities that prepare you for a position to the committee appointment sought.

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**CALIFORNIA LAWYERS ASSOCIATION SECTIONS.** List the CLA sections of which you are a member. (*all applicants to a section's executive committee must be a member of that section*).

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# Executive Committee Appointment Application Form

**DISCIPLINE RECORD.** List any formal disciplinary charges filed against you by The State Bar of California, including disposition of such charges and any public record of discipline.

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**STATEMENT OF INTEREST.** Please state why you wish to serve on the committee and what you can contribute that makes you a good candidate for appointment.

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**EXPERIENCE.** Describe any previous work or experience you may have had with the committee.

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**ADDITIONAL BACKGROUND.** Describe any additional background you would like to share relevant to your appointment to the committee, including but not limited to how you can contribute to the diversity and broad composition of the CLA's committees and commissions.

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**Applicants are requested, but not required,** to provide the following information. If you wish to self-identify as a member of a community or to describe your background, please complete the following.

Age: \_\_\_\_\_

- Female
- Male
- LGBTQ+
- Person with a Disability
- Veteran

**Diversity.**

- Hispanic/Latinx
- White
- Black or African American
- Asian
- Native Hawaiian or other Pacific Islander
- American India or Native Alaskan
- Other race, ethnicity, or national origin (*please specify*)

**Other aspects of diversity** (*explain below*).

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**SIGNATURE:** Sign and date your application.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
*(Signatures may be via pen or official digital signature; typed "s/" signatures will not be accepted).*

**DEADLINE: March 2, 2020**

## APPLICATION CHECKLIST

- Application form with all questions completed.
- Resume or biography (5 pages maximum).
- Letters of recommendation (maximum three). A letter of recommendation is helpful but not required. If letters are being submitted, they **must** be submitted with the application.
- Sign and date application and follow the application filing instructions. Your application is confidential.
- If you apply electronically (e-mail), please do not mail a hard copy.